

# **OFFICE WORKERS**

**salaries  
hours of work  
supplementary benefits**

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INTRODUCTION

Surveys of office worker salaries were conducted by the Bureau of Labor Statistics in more than a score of large cities during 1948-49. The survey program provides for annual resurveys in a major city in each of 5 broad geographic areas. These cities are Atlanta, Boston, Chicago, Los Angeles, and New York. Intial surveys will be conducted each year in another 5 important cities. To the extent that resources permit, salary data will also be brought up-to-date in a few cities last covered 2 or 3 years earlier.

The present survey for Los Angeles provides salary data for selected office occupations on a cross-industry basis. Since the 1949 Los Angeles study provided data on supplementary benefits, such as vacations, holidays, sick leave, and insurance and pension plans, this information has been omitted from the present survey (see Appendix A). Salary data are provided wherever possible for individual industry divisions.

The Los Angeles study was prepared in the Bureau's Division of Wage Statistics by John L. Dana, Regional Wage Analyst, Region V, San Francisco, Calif. The planning and central direction of the program was the responsibility of Toivo P. Kanninen and Louis E. Badenhoop under the general supervision of Harry Ober, Chief of the Branch of Industry Wage Studies.



Salaries

Weekly salaries of about 46,000 office workers employed in 22 job categories are presented in this report. The jobs studied accounted for more than a third of the total office employment in industries within the scope of the Bureau's survey. <sup>1/</sup> In terms of training and experience involved, the jobs studied ranged from office girl or clerk assigned to routine typing or filing work to bookkeeper. Women outnumbered men in nearly all of the jobs studied and accounted for five-sixths of the aggregate employment in these jobs.

Average weekly salaries of women office workers in 12 of the 22 job categories studied were at the \$47-\$52 level in March 1950. General stenographers, the largest group in office work, averaged \$50.50 as did accounting clerks. Switchboard operators and key-punch operators averaged \$50 and \$47, respectively. Average weekly salaries above \$60 were recorded for secretaries (\$60.50) and hand bookkeepers (\$64.00). Class B typists averaged \$38, or \$2 a week more than Class B file clerks, the lowest-paid job group in the survey (table 1).

Among routine office jobs, average salaries were about the same for men and women. In jobs involving acquisition of skills or knowledge of office procedures, however, men held a salary advantage of \$10 or more a week. Among 8 classifications of men office workers, average salaries ranged from \$39 for office boys to \$76.50 for hand bookkeepers. Accounting clerks and order clerks, the 2 largest job groups, averaged \$62 and \$65.50.

Salary levels varied among the six broad industry divisions covered in the study with the greatest earnings advantage indicated for office workers employed in the service industry division, largely dominated by motion-picture production. A comparison of average pay levels in the motion-picture production industry, presented in table 2, with occupational averages for all industries combined indicated a salary advantage for workers in this industry amounting to \$13 or more a week in all except the office-boy category. Higher-than-average salaries were also paid in most jobs in wholesale trade and in offices of manufacturing establishments. Lower weekly salaries in the finance, insurance, and real estate group were at least partly offset by average weekly hours of work that were below the general level for the community as a whole.

These inter-industry differences in pay levels, together with pay differences among establishments in the same industry as well as rate variations reported in individual establishments, tend to account for the dispersion of salary rates in individual occupations as shown in table 3. Among all industries as a group, the highest and lowest salaries paid in a majority of the jobs differed by \$40 or more. The salary range of the middle 50 percent of the workers in an earnings array, however, amounted to \$10 or less in half of the women's jobs. The dispersion of rates in men's jobs was substantially greater.

Salaries in Los Angeles offices were, in general, slightly higher in March 1950 than in January 1949, when a similar Bureau study was made. Average weekly pay for most of the jobs increased from 2 to 5 percent during this 14-month period.

Work schedules

About five-sixths of the women office workers in Los Angeles were scheduled to work a 40-hour week in March 1950. Shorter schedules, generally 37 1/2 hours a week, were in effect for a fourth of the women office workers in the service industries and in the finance, insurance, and real estate division. Less than 3 percent of the women worked more than 40 hours (table 4).

A 5-day workweek was scheduled for virtually all women office workers in four of the six industry divisions. As shown in table 5, about a fifth of the workers in retail trade were required to work 5 1/2 days and a third of the office workers in the finance, insurance, and real estate group worked at least 5 1/2 days a week.

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<sup>1/</sup> See Appendix A for discussion of scope and method of study.

TABLE 1.—Salaries <sup>1/</sup> and weekly scheduled hours of work for selected office occupations in Los Angeles, Calif., by industry division, March 1950

Sex, occupation, and industry division <sup>2/</sup>	Estimated number of workers	Average -			Median <sup>3/</sup> weekly salary	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate		
<u>Men</u>						
<u>Bookkeepers, hand <sup>4/</sup></u> .....	696	\$76.50	40.0	\$1.91	\$75.00	\$64.00 - \$85.00
Manufacturing .....	223	72.50	40.5	1.79	71.00	65.00 - 80.50
Durable goods .....	125	73.00	40.5	1.80	75.00	64.00 - 84.00
Nondurable goods .....	98	72.00	40.5	1.78	69.00	65.50 - 71.50
Wholesale trade .....	175	84.00	40.0	2.10	85.00	80.50 - 89.00
Retail trade, except department stores .....	54	88.50	43.5	2.03	85.00	80.50 - 97.00
Finance, insurance, and real estate .....	112	68.00	40.0	1.70	63.50	57.50 - 69.00
<u>Bookkeeping-machine operators, class B <sup>4/</sup></u> .....	119	50.00	40.5	1.23	55.00	44.00 - 55.50
Manufacturing .....	55	54.50	40.0	1.36	55.00	55.00 - 55.50
Finance, insurance, and real estate .....	38	42.00	40.0	1.05	42.50	37.00 - 45.00
<u>Clerks, accounting</u> .....	2,119	62.00	39.5	1.57	60.00	54.00 - 69.00
Manufacturing .....	1,068	61.00	40.5	1.51	60.00	55.00 - 65.50
Durable goods .....	760	60.00	41.0	1.46	60.00	56.00 - 64.50
Nondurable goods .....	308	63.00	39.5	1.59	59.50	55.00 - 71.00
Wholesale trade .....	326	57.50	40.0	1.44	57.50	47.50 - 66.00
Retail trade, except department stores .....	95	73.50	42.0	1.75	74.50	65.00 - 86.50
Finance, insurance, and real estate .....	168	48.50	39.5	1.23	49.50	42.50 - 54.00
Transportation, communication, and other public utilities .	80	57.50	40.0	1.44	56.00	52.00 - 63.50
Services .....	382	72.50	36.5	1.99	70.00	62.50 - 80.00
<u>Clerks, general <sup>4/</sup></u> .....	811	62.00	40.5	1.53	60.00	52.00 - 72.00
Manufacturing .....	291	64.00	40.0	1.60	65.00	54.00 - 72.00
Wholesale trade .....	179	58.00	40.0	1.45	58.00	54.00 - 60.00
Finance, insurance, and real estate .....	164	54.00	38.0	1.42	48.50	45.00 - 66.00
Services .....	55	75.00	40.5	1.85	76.50	69.50 - 81.50
<u>Clerks, order <sup>4/</sup></u> .....	1,456	65.50	40.0	1.64	63.50	57.00 - 74.00
Manufacturing .....	309	61.50	40.0	1.54	61.00	52.00 - 69.00
Wholesale trade .....	1,068	67.00	40.0	1.68	64.00	57.50 - 75.00
<u>Clerks, pay roll <sup>4/</sup></u> .....	386	66.50	40.5	1.64	65.00	55.50 - 76.00
Manufacturing .....	260	60.50	40.0	1.51	58.00	52.00 - 70.50
Durable goods .....	186	58.50	40.5	1.44	56.50	50.50 - 65.00
Nondurable goods .....	74	65.50	39.5	1.66	71.00	58.00 - 72.00
Retail trade, except department stores .....	26	78.00	44.5	1.75	82.50	82.50 - 84.50
Services .....	72	85.50	40.0	2.14	88.00	80.00 - 91.00
<u>Clerk-typists</u> .....	122	50.50	40.0	1.26	52.50	48.00 - 53.00

See footnotes at end of table.

TABLE 1.—Salaries <sup>1/</sup> and weekly scheduled hours of work for selected office occupations in Los Angeles, Calif., by industry division, March 1950 - Continued

Sex, occupation, and industry division <sup>2/</sup>	Estimated number of workers	Average -			Median <sup>3/</sup> weekly salary	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate		
<u>Men - Continued</u>						
<u>Office boys <sup>4/</sup></u> .....	761	\$39.00	40.0	\$0.98	\$39.00	\$34.50 - \$42.00
<u>Manufacturing</u> .....	146	42.00	40.0	1.05	42.00	38.00 - 43.00
Durable goods .....	43	46.50	40.0	1.16	48.00	42.00 - 50.00
Nondurable goods .....	103	40.00	40.0	1.00	40.50	36.50 - 43.00
<u>Wholesale trade</u> .....	115	41.00	40.0	1.03	40.50	39.00 - 42.00
Finance, insurance, and real estate .....	234	37.00	39.5	.94	37.00	34.50 - 39.00
Transportation, communication, and other public utilities .	86	39.50	39.0	1.01	34.50	32.50 - 43.50
Services .....	171	38.00	40.0	.95	37.50	31.00 - 40.00
<u>Women</u>						
<u>Billers, machine (billing machine) <sup>4/</sup></u> .....	508	48.00	40.0	1.20	46.00	42.00 - 53.00
<u>Manufacturing</u> .....	178	46.50	40.0	1.16	48.50	39.00 - 50.00
Durable goods .....	121	46.00	40.0	1.15	46.00	39.00 - 52.00
Nondurable goods .....	57	47.50	39.5	1.20	48.50	48.00 - 50.00
<u>Wholesale trade</u> .....	212	49.50	40.0	1.24	44.00	42.00 - 55.00
<u>Billers, machine (bookkeeping machine) <sup>4/</sup></u> .....	155	47.00	40.5	1.16	47.00	42.00 - 50.00
<u>Manufacturing</u> .....	43	51.00	40.0	1.28	50.00	48.00 - 50.00
Retail trade, except department stores .....	48	45.00	41.5	1.08	43.00	42.50 - 45.00
<u>Bookkeepers, hand</u> .....	769	64.00	40.0	1.60	60.50	53.00 - 70.00
<u>Manufacturing</u> .....	248	65.50	40.0	1.64	64.00	58.00 - 73.50
Durable goods .....	137	69.00	40.0	1.73	64.00	63.50 - 75.00
Nondurable goods .....	111	61.00	40.0	1.53	60.00	54.00 - 70.00
<u>Wholesale trade</u> .....	192	65.00	40.5	1.60	60.50	50.00 - 81.00
Retail trade, except department stores .....	54	60.50	40.5	1.49	61.50	50.00 - 63.50
Finance, insurance, and real estate .....	104	63.50	39.5	1.61	60.00	46.00 - 69.00
Transportation, communication, and other public utilities .	63	55.00	40.5	1.36	55.00	46.00 - 64.00
Services .....	108	67.00	39.5	1.70	69.00	55.00 - 70.00
<u>Bookkeeping-machine operators, class A <sup>4/</sup></u> .....	478	57.50	40.0	1.44	57.50	51.00 - 63.50
<u>Manufacturing</u> .....	168	61.00	39.5	1.54	58.00	53.00 - 65.00
Durable goods .....	92	58.00	40.0	1.45	53.50	52.00 - 70.00
Nondurable goods .....	76	64.00	39.0	1.64	64.50	58.00 - 65.00
<u>Wholesale trade</u> .....	209	56.50	40.0	1.41	54.00	51.00 - 63.50
Finance, insurance, and real estate .....	59	51.50	39.5	1.30	48.50	48.50 - 57.50

See footnotes at end of table.

TABLE 1.—Salaries <sup>1/</sup> and weekly scheduled hours of work for selected office occupations in Los Angeles, Calif., by industry division, March 1950 - Continued

Sex, occupation, and industry division <sup>2/</sup>	Estimated number of workers	Average -			Median <sup>3/</sup> weekly salary	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate		
<u>Women - Continued</u>						
<u>Bookkeeping-machine operators, class B <sup>4/</sup></u>						
.....	1,687	\$47.00	40.0	\$1.18	\$45.50	\$41.50 - \$53.00
Manufacturing .....	312	51.00	39.5	1.29	50.00	44.00 - 55.50
Durable goods .....	147	47.50	40.0	1.19	47.50	41.50 - 50.00
Nondurable goods .....	165	54.50	39.5	1.38	55.00	47.50 - 62.00
Wholesale trade .....	502	54.00	40.0	1.35	55.50	48.00 - 57.50
Retail trade, except department stores .....	62	49.00	40.5	1.21	48.50	46.00 - 53.00
Finance, insurance, and real estate .....	760	40.50	40.0	1.01	41.50	38.00 - 42.50
<u>Calculating-machine operators (Comptometer type) <sup>4/</sup></u>						
.....	1,987	51.50	40.0	1.29	49.50	46.00 - 57.50
Manufacturing .....	653	50.00	40.5	1.23	48.00	44.00 - 55.00
Durable goods .....	238	48.00	40.0	1.20	47.00	45.00 - 52.00
Nondurable goods .....	415	51.50	40.5	1.27	50.50	43.00 - 58.50
Wholesale trade .....	738	51.00	40.0	1.28	49.50	46.00 - 53.00
Retail trade, except department stores .....	317	54.50	40.5	1.35	55.00	46.00 - 63.50
Transportation, communication, and other public utilities .	164	49.00	40.0	1.23	48.00	42.00 - 55.00
Services .....	93	55.50	38.0	1.46	57.50	48.00 - 62.00
<u>Clerks, accounting</u>						
.....	3,859	50.50	39.5	1.28	48.50	43.50 - 56.00
Manufacturing .....	1,013	52.50	40.0	1.31	53.50	46.50 - 57.00
Durable goods .....	700	52.00	40.0	1.30	52.00	47.00 - 56.50
Nondurable goods .....	313	54.50	39.5	1.38	54.00	46.00 - 60.50
Wholesale trade .....	840	52.50	40.5	1.30	52.00	45.00 - 57.50
Retail trade, except department stores .....	418	46.50	40.5	1.15	46.00	40.00 - 52.00
Finance, insurance, and real estate .....	732	42.50	39.0	1.09	42.50	40.50 - 45.00
Transportation, communication, and other public utilities .	351	49.00	40.0	1.23	48.00	43.00 - 54.00
Services .....	505	60.00	38.0	1.58	55.00	45.00 - 69.00
<u>Clerks, file, class A <sup>4/</sup></u>						
.....	516	45.00	40.0	1.13	44.00	40.50 - 47.00
Manufacturing .....	123	47.50	40.0	1.19	46.00	42.00 - 56.00
Wholesale trade .....	107	45.50	40.0	1.14	46.00	41.50 - 50.00
Retail trade, except department stores .....	28	43.00	40.5	1.06	47.00	31.00 - 54.00
Finance, insurance, and real estate .....	185	41.50	39.5	1.05	41.50	38.50 - 44.00

See footnotes at end of table.

TABLE 1.—Salaries <sup>1/</sup> and weekly scheduled hours of work for selected office occupations in Los Angeles, Calif., by industry division, March 1950 - Continued

Sex, occupation, and industry division <sup>2/</sup>	Estimated number of workers	Average -			Median <sup>3/</sup> weekly salary	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate		
<u>Women - Continued</u>						
<u>Clerks, file, class B <sup>4/</sup></u> .....	2,214	\$36.00	39.0	\$0.92	\$35.00	\$31.00 - \$39.00
Manufacturing .....	240	43.00	40.0	1.08	44.00	40.00 - 46.00
Wholesale trade .....	255	39.00	40.0	.98	38.50	37.00 - 40.00
Retail trade, except department stores .....	32	41.50	41.5	1.00	38.00	35.00 - 52.00
Finance, insurance, and real estate .....	1,345	33.00	38.5	.86	32.50	30.00 - 35.50
Services .....	94	39.50	39.0	1.01	37.00	31.50 - 42.50
<u>Clerks, general</u> .....	3,863	48.00	39.5	1.22	47.50	42.00 - 54.00
Manufacturing .....	1,377	51.00	40.0	1.28	52.00	48.00 - 56.00
Durable goods .....	1,243	51.00	40.0	1.28	52.00	48.00 - 56.00
Nondurable goods .....	134	53.00	40.5	1.31	52.50	47.50 - 57.50
Wholesale trade .....	850	49.00	40.0	1.23	46.00	46.00 - 50.00
Retail trade, except department stores .....	92	46.00	40.0	1.15	46.00	32.00 - 60.00
Finance, insurance, and real estate .....	1,033	40.50	37.5	1.08	39.00	37.00 - 44.00
Transportation, communication, and other public utilities .	253	53.50	40.5	1.32	54.00	47.00 - 59.00
Services .....	258	52.00	39.0	1.33	52.00	44.00 - 57.50
<u>Clerks, order <sup>4/</sup></u> .....	585	51.50	41.5	1.24	50.00	46.50 - 56.50
Manufacturing .....	85	54.50	40.0	1.36	56.00	46.00 - 60.00
Wholesale trade .....	279	54.00	40.0	1.35	53.00	48.50 - 58.00
<u>Clerks, pay roll</u> .....	1,145	53.50	40.0	1.34	52.00	46.00 - 60.00
Manufacturing .....	461	53.50	40.0	1.34	52.50	44.00 - 63.00
Durable goods .....	270	50.00	40.0	1.25	52.00	42.50 - 54.00
Nondurable goods .....	191	58.00	40.0	1.45	63.00	51.00 - 66.00
Wholesale trade .....	209	53.00	40.5	1.31	52.00	48.50 - 57.50
Retail trade, except department stores .....	114	53.50	40.5	1.32	52.00	46.00 - 61.50
Finance, insurance, and real estate .....	63	49.50	39.5	1.25	46.00	45.00 - 52.00
Transportation, communication, and other public utilities .	137	51.50	40.5	1.27	51.00	46.00 - 56.00
Services .....	161	58.00	40.0	1.45	46.00	43.00 - 71.00
<u>Clerk-typists</u> .....	3,699	44.50	40.0	1.11	44.00	40.00 - 48.00
Manufacturing .....	1,199	47.50	40.0	1.19	47.50	44.00 - 51.00
Durable goods .....	908	47.50	40.0	1.19	47.00	44.00 - 50.00
Nondurable goods .....	291	47.50	40.0	1.19	47.50	41.00 - 51.00
Wholesale trade .....	636	43.50	40.5	1.07	44.00	40.00 - 47.00
Retail trade, except department stores .....	103	42.50	40.0	1.06	40.50	38.00 - 45.00
Finance, insurance, and real estate .....	1,201	41.00	39.5	1.04	40.50	38.00 - 44.00
Transportation, communication, and other public utilities .	268	43.50	40.0	1.09	40.50	37.00 - 48.50
Services .....	292	51.50	40.0	1.29	50.00	43.50 - 59.00

See footnotes at end of table.

TABLE 1.--Salaries <sup>1/</sup> and weekly scheduled hours of work for selected office occupations in Los Angeles, Calif., by industry division, March 1950 - Continued

Sex, occupation, and industry division <sup>2/</sup>	Estimated number of workers	Average -			Median <sup>3/</sup> weekly salary	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate		
<u>Women - Continued</u>						
<u>Key-punch operators <sup>4/</sup></u> .....	1,346	\$47.00	40.0	\$1.18	\$46.00	\$41.50 - \$51.50
Manufacturing .....	364	51.50	40.0	1.29	50.00	46.50 - 56.00
Durable goods .....	321	50.50	40.0	1.26	50.00	46.50 - 55.50
Nondurable goods .....	43	59.00	39.0	1.51	60.00	50.00 - 62.50
Wholesale trade .....	176	47.50	40.0	1.19	46.00	46.00 - 48.50
Finance, insurance, and real estate .....	374	41.00	39.5	1.04	40.50	38.00 - 44.00
Transportation, communication, and other public utilities .	50	51.00	40.0	1.28	50.50	49.00 - 53.50
Services .....	339	47.00	39.5	1.19	42.50	41.50 - 56.50
<u>Office girls</u> .....	607	38.50	40.0	.96	37.00	33.50 - 43.00
Manufacturing .....	122	42.50	40.0	1.06	42.00	40.00 - 46.00
Wholesale trade .....	92	41.50	41.0	1.01	40.00	37.00 - 48.50
Retail trade, except department stores .....	46	36.00	39.5	.91	33.50	31.00 - 38.00
Finance, insurance, and real estate .....	188	34.50	39.5	.87	33.50	31.00 - 35.50
Transportation, communication, and other public utilities .	96	42.50	40.0	1.06	40.00	37.00 - 47.00
Services .....	63	35.50	39.5	.90	33.00	31.50 - 37.50
<u>Secretaries</u> .....	3,977	60.50	40.0	1.51	57.50	52.00 - 67.00
Manufacturing .....	1,412	60.00	40.0	1.50	58.00	55.00 - 62.00
Durable goods .....	1,007	58.50	40.0	1.46	57.00	54.00 - 62.00
Nondurable goods .....	405	64.00	39.5	1.62	62.00	58.00 - 68.00
Wholesale trade .....	602	57.50	40.5	1.42	54.00	52.00 - 61.50
Retail trade, except department stores .....	97	62.50	40.0	1.56	63.50	57.00 - 67.00
Finance, insurance, and real estate .....	711	55.00	39.5	1.39	53.00	50.50 - 57.50
Transportation, communication, and other public utilities .	439	57.00	40.0	1.43	54.00	48.50 - 63.50
Services .....	716	71.00	39.5	1.80	71.00	63.00 - 78.50
<u>Stenographers, general</u> .....	6,283	50.50	40.0	1.26	49.50	45.00 - 54.00
Manufacturing .....	1,669	51.50	40.0	1.29	51.00	48.00 - 54.00
Durable goods .....	1,182	51.00	40.0	1.28	50.50	48.00 - 54.00
Nondurable goods .....	487	52.50	40.0	1.31	52.00	48.00 - 56.00
Wholesale trade .....	1,052	49.50	40.5	1.22	48.00	46.00 - 52.00
Retail trade, except department stores .....	312	51.00	40.5	1.26	50.50	45.00 - 56.00
Finance, insurance, and real estate .....	1,833	45.50	39.5	1.15	45.00	42.00 - 48.50
Transportation, communication, and other public utilities .	517	49.00	40.5	1.21	49.00	42.50 - 56.00
Services .....	900	59.50	39.0	1.53	60.00	52.50 - 66.00

See footnotes at end of table.

TABLE 1.—Salaries <sup>1/</sup> and weekly scheduled hours of work for selected office occupations in Los Angeles, Calif., by industry division, March 1950 - Continued

Sex, occupation, and industry division <sup>2/</sup>	Estimated number of workers	Average -			Median <sup>3/</sup> weekly salary	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate		
<u>Women - Continued</u>						
<u>Switchboard operators</u> .....	1,150	\$50.00	39.5	\$1.27	\$48.50	\$44.00 - \$55.50
Manufacturing .....	307	51.50	40.0	1.29	54.00	45.50 - 55.50
Durable goods .....	112	52.00	40.0	1.30	54.00	48.00 - 54.00
Nondurable goods .....	195	51.50	40.0	1.29	51.00	45.00 - 55.50
Wholesale trade .....	183	51.00	40.0	1.28	48.00	44.00 - 61.00
Retail trade, except department stores .....	58	46.50	41.0	1.13	45.00	40.00 - 53.50
Finance, insurance, and real estate .....	229	44.00	39.0	1.13	43.00	41.50 - 46.00
Transportation, communication, and other public utilities .	184	47.00	40.0	1.18	46.00	44.00 - 52.00
Services .....	189	56.50	37.5	1.51	59.50	50.00 - 66.00
<u>Switchboard operator-receptionists <sup>4/</sup></u> .....	1,473	47.50	40.0	1.19	47.00	42.50 - 52.00
Manufacturing .....	500	48.00	40.0	1.20	49.50	44.00 - 52.00
Durable goods .....	291	47.00	40.0	1.18	48.00	42.50 - 49.50
Nondurable goods .....	209	49.00	40.0	1.23	50.00	45.00 - 52.00
Wholesale trade .....	480	50.00	40.5	1.23	48.00	46.00 - 53.00
Retail trade, except department stores .....	112	47.00	40.5	1.16	46.00	40.50 - 52.00
Finance, insurance, and real estate .....	212	40.50	39.5	1.03	40.50	37.00 - 44.00
Services .....	153	48.00	40.0	1.20	46.00	44.00 - 56.00
<u>Transcribing-machine operators, general <sup>4/</sup></u> .....	572	47.00	40.0	1.18	47.00	42.50 - 49.50
Wholesale trade .....	159	49.50	40.5	1.22	49.50	48.50 - 50.00
Finance, insurance, and real estate .....	251	44.50	39.0	1.14	43.00	39.00 - 46.00
<u>Typists, class A <sup>4/</sup></u> .....	944	44.00	39.0	1.13	44.00	37.00 - 48.50
Manufacturing .....	221	48.00	40.0	1.20	48.00	46.50 - 50.00
Wholesale trade .....	90	46.50	41.0	1.13	48.00	43.00 - 48.50
Services .....	127	51.00	40.0	1.28	48.50	46.00 - 60.00
<u>Typists, class B <sup>4/</sup></u> .....	1,490	38.00	39.0	.97	37.00	34.50 - 42.00
Wholesale trade .....	263	42.50	40.0	1.06	43.50	41.50 - 45.00
Finance, insurance, and real estate .....	757	35.00	38.0	.92	34.50	32.50 - 37.00
Transportation, communication, and other public utilities .	267	40.00	39.5	1.01	38.00	36.00 - 43.00

<sup>1/</sup> Excludes pay for overtime.

<sup>2/</sup> The study covered representative manufacturing and retail trade establishments (except department stores) and transportation (except railroads), communication, heat, light and power companies with over 100 workers; and establishments with more than 25 workers in wholesale trade, finance, real estate, insurance and selected service industries (business service, such professional services as engineering, architectural, accounting, auditing and bookkeeping firms; motion pictures; and nonprofit membership organizations).

<sup>3/</sup> Value above and below which half of workers' salaries fell.

<sup>4/</sup> Includes data for industry divisions not shown separately.

TABLE 2.—Salaries <sup>1/</sup> and weekly scheduled hours of work for selected office occupations in motion-picture production in Los Angeles, Calif., March 1950

Sex and occupation	Estimated number of workers	Average -			Median <sup>2/</sup> weekly salary	Salary range of middle 50 percent of workers
		Weekly salary	Weekly scheduled hours	Hourly rate		
<u>Men</u>						
Clerks, accounting .....	51	\$82.50	40.0	\$2.06	\$83.00	\$72.50 - \$88.00
Clerks, general .....	42	75.50	40.5	1.86	76.00	72.00 - 79.00
Clerks, pay roll .....	65	85.50	40.0	2.13	88.00	80.00 - 91.00
Office boys .....	74	40.50	40.0	1.02	40.00	37.50 - 45.50
<u>Women</u>						
Clerks, accounting .....	55	75.50	40.0	1.88	76.50	68.00 - 83.00
Clerk-typists .....	76	60.00	40.0	1.51	60.00	56.00 - 67.50
Key-punch operators .....	56	61.50	40.0	1.54	63.00	53.50 - 65.50
Secretaries .....	337	76.00	40.0	1.90	76.50	71.00 - 81.50
Stenographers, general .....	398	65.00	40.0	1.62	66.00	56.00 - 69.50
Switchboard operators .....	82	63.50	40.0	1.58	63.50	60.00 - 66.00

<sup>1/</sup> Excludes pay for overtime.

<sup>2/</sup> Value above and below which half of workers' salaries fell.

TABLE 3.—Percentage distribution of workers in selected office occupations by weekly salaries 1/ in Los Angeles, Calif., March 1950

Weekly salaries <u>1/</u>	Percent of men -					
	Book-keepers, hand	Bookkeep- ing- machine operators, class B	Clerks, account- ing	Clerks, general	Clerks, order	Clerks, pay roll
\$25.00 - \$27.49 .....	-	-	-	-	-	-
\$27.50 - \$29.99 .....	-	-	-	-	-	-
\$30.00 - \$32.49 .....	-	-	-	-	-	-
\$32.50 - \$34.99 .....	-	5.0	-	-	-	-
\$35.00 - \$37.49 .....	-	3.4	0.2	0.2	-	-
\$37.50 - \$39.99 .....	-	1.7	.2	.4	-	-
\$40.00 - \$42.49 .....	-	5.9	3.0	4.2	-	-
\$42.50 - \$44.99 .....	-	18.5	4.8	2.1	0.4	1.6
\$45.00 - \$47.49 .....	-	1.7	4.1	6.4	.5	1.6
\$47.50 - \$49.99 .....	-	3.4	3.6	6.2	1.6	8.5
\$50.00 - \$52.49 .....	0.7	8.4	3.8	8.4	11.4	9.8
\$52.50 - \$54.99 .....	1.0	16.8	7.8	4.6	5.5	2.8
\$55.00 - \$57.49 .....	1.3	29.3	11.5	7.2	6.2	10.1
\$57.50 - \$59.99 .....	5.3	-	9.8	10.2	8.4	6.7
\$60.00 - \$62.49 .....	5.9	-	5.5	3.9	7.9	6.0
\$62.50 - \$64.99 .....	11.2	5.9	10.3	5.7	13.3	4.7
\$65.00 - \$67.49 .....	7.8	-	8.1	4.1	2.1	5.7
\$67.50 - \$69.99 .....	4.3	-	3.1	3.6	8.6	.3
\$70.00 - \$72.49 .....	3.7	-	8.2	8.8	3.9	15.6
\$72.50 - \$74.99 .....	7.9	-	1.7	3.3	7.8	1.3
\$75.00 - \$79.99 .....	5.0	-	4.2	11.3	13.9	2.3
\$80.00 - \$84.99 .....	13.6	-	2.9	7.3	4.7	10.1
\$85.00 - \$89.99 .....	19.9	-	4.1	1.8	1.8	8.0
\$90.00 - \$94.99 .....	3.4	-	1.7	.2	1.0	1.8
\$95.00 - \$99.99 .....	2.2	-	1.4	.1	1.0	1.8
\$100.00 and over .....	6.8	-	(2/)	-	-	1.3
Total .....	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers .....	696	119	2,119	811	1,456	386
Average weekly salary <u>1/</u> .....	\$76.50	\$50.00	\$62.00	\$62.00	\$65.50	\$66.50

See footnotes at end of table.

TABLE 3.—Percentage distribution of workers in selected office occupations by weekly salaries 1/ in Los Angeles, Calif., March 1950 - Continued

Weekly salaries <u>1/</u>	Percent of men -		Percent of women -			
	Clerk-typists	Office boys	Billers, machine (billing machine)	Billers, machine (book-keeping machine)	Book-keepers, hand	Bookkeep-ing-machine operators, class A
\$25.00 - \$27.49 .....	-	-	-	-	-	-
\$27.50 - \$29.99 .....	-	-	-	-	-	-
\$30.00 - \$32.49 .....	-	12.0	0.4	-	-	-
\$32.50 - \$34.99 .....	-	15.1	1.4	-	-	-
\$35.00 - \$37.49 .....	-	13.3	-	1.9	-	-
\$37.50 - \$39.99 .....	-	14.6	14.4	14.3	-	-
\$40.00 - \$42.49 .....	4.9	23.2	14.9	9.7	1.3	-
\$42.50 - \$44.99 .....	9.8	9.3	15.3	20.7	.7	0.4
\$45.00 - \$47.49 .....	8.2	3.9	10.6	7.7	10.5	3.1
\$47.50 - \$49.99 .....	14.8	2.5	5.1	10.3	4.2	8.6
\$50.00 - \$52.49 .....	28.7	3.0	11.8	25.9	6.8	23.0
\$52.50 - \$54.99 .....	19.7	.7	2.2	1.9	7.4	12.6
\$55.00 - \$57.49 .....	7.4	.8	8.1	-	3.4	1.9
\$57.50 - \$59.99 .....	4.9	.7	6.3	1.9	7.9	16.5
\$60.00 - \$62.49 .....	-	.1	3.0	.6	10.8	.8
\$62.50 - \$64.99 .....	1.6	.7	1.0	1.9	10.7	14.9
\$65.00 - \$67.49 .....	-	-	5.5	2.6	.1	8.2
\$67.50 - \$69.99 .....	-	.1	-	-	6.2	.6
\$70.00 - \$72.49 .....	-	-	-	-	5.2	5.0
\$72.50 - \$74.99 .....	-	-	-	-	4.6	1.0
\$75.00 - \$79.99 .....	-	-	-	.6	2.6	1.5
\$80.00 - \$84.99 .....	-	-	-	-	7.0	1.9
\$85.00 - \$89.99 .....	-	-	-	-	.3	-
\$90.00 - \$94.99 .....	-	-	-	-	5.9	-
\$95.00 - \$99.99 .....	-	-	-	-	.1	-
\$100.00 and over .....	-	-	-	-	4.3	-
Total .....	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers .....	122	761	508	155	769	478
Average weekly salary <u>1/</u> .....	\$50.50	\$39.00	\$48.00	\$47.00	\$64.00	\$57.50

See footnotes at end of table.

TABLE 3.—Percentage distribution of workers in selected office occupations by weekly salaries 1/ in Los Angeles, Calif., March 1950 - Continued

Weekly salaries <u>1/</u>	Percent of women -					
	Bookkeep- ing- machine operators, class B	Calculating- machine operators (Comptometer type)	Clerks, account- ing	Clerks, file, class A	Clerks, file, class B	Clerks, general
\$25.00 - \$27.49 .....	-	-	-	-	-	-
\$27.50 - \$29.99 .....	-	-	-	-	16.5	-
\$30.00 - \$32.49 .....	0.6	-	1.3	2.3	19.9	0.9
\$32.50 - \$34.99 .....	6.9	-	2.5	-	13.2	3.6
\$35.00 - \$37.49 .....	3.0	1.3	3.2	7.1	16.9	5.7
\$37.50 - \$39.99 .....	8.7	1.2	3.1	6.8	11.0	7.2
\$40.00 - \$42.49 .....	14.7	4.1	10.9	26.3	9.3	7.7
\$42.50 - \$44.99 .....	15.2	12.9	14.2	18.2	4.4	9.0
\$45.00 - \$47.49 .....	10.6	19.0	11.4	14.9	3.8	15.2
\$47.50 - \$49.99 .....	7.4	11.9	4.4	1.6	2.5	7.2
\$50.00 - \$52.49 .....	6.8	7.8	10.9	7.8	.9	13.0
\$52.50 - \$54.99 .....	4.0	11.4	4.7	2.7	1.0	7.5
\$55.00 - \$57.49 .....	6.9	3.4	11.4	7.8	.1	10.3
\$57.50 - \$59.99 .....	5.5	6.2	6.6	1.2	.2	8.4
\$60.00 - \$62.49 .....	2.7	7.5	2.2	.9	.3	1.0
\$62.50 - \$64.99 .....	4.9	11.8	2.5	.6	(2/)	2.1
\$65.00 - \$67.49 .....	1.8	.9	3.9	-	-	.5
\$67.50 - \$69.99 .....	.1	.6	2.3	.4	-	.2
\$70.00 - \$72.49 .....	-	-	1.0	.2	-	.2
\$72.50 - \$74.99 .....	-	-	.9	.4	-	-
\$75.00 - \$79.99 .....	.1	-	.5	.8	-	.2
\$80.00 - \$84.99 .....	.1	-	.8	-	-	.1
\$85.00 - \$89.99 .....	-	-	1.3	-	-	(2/)
\$90.00 - \$94.99 .....	-	-	-	-	-	-
\$95.00 - \$99.99 .....	-	-	(2/)	-	-	-
\$100.00 and over .....	-	-	-	-	-	-
<b>Total .....</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>
Estimated number of workers .....	1,687	1,987	3,859	516	2,214	3,863
Average weekly salary <u>1/</u> .....	\$47.00	\$51.50	\$50.50	\$45.00	\$36.00	\$48.00

See footnotes at end of table.

TABLE 3.—Percentage distribution of workers in selected office occupations by weekly salaries 1/ in Los Angeles, Calif., March 1950 - Continued

Weekly salaries <u>1/</u>	Percent of women -					
	Clerks, order	Clerks, pay roll	Clerk-typists	Key-punch operators	Office girls	Secretaries
\$25.00 - \$27.49 .....	-	-	-	-	-	-
\$27.50 - \$29.99 .....	-	-	-	-	2.8	-
\$30.00 - \$32.49 .....	-	-	0.5	-	19.5	-
\$32.50 - \$34.99 .....	-	-	4.5	3.9	16.2	-
\$35.00 - \$37.49 .....	2.1	1.8	8.3	7.1	16.0	-
\$37.50 - \$39.99 .....	.3	.4	9.7	7.2	6.4	-
\$40.00 - \$42.49 .....	4.4	7.2	17.5	12.3	13.2	0.5
\$42.50 - \$44.99 .....	6.3	9.4	16.4	13.4	6.4	1.7
\$45.00 - \$47.49 .....	12.3	13.7	13.2	14.6	8.2	3.9
\$47.50 - \$49.99 .....	11.2	7.0	11.8	11.8	6.1	3.6
\$50.00 - \$52.49 .....	15.4	14.3	7.7	8.9	1.3	16.4
\$52.50 - \$54.99 .....	12.3	10.1	3.0	5.2	1.8	9.5
\$55.00 - \$57.49 .....	8.2	7.1	2.0	3.9	.5	11.1
\$57.50 - \$59.99 .....	12.5	2.5	2.8	5.6	1.6	11.2
\$60.00 - \$62.49 .....	.9	3.9	.8	1.1	-	8.7
\$62.50 - \$64.99 .....	11.1	8.5	.2	1.3	-	6.1
\$65.00 - \$67.49 .....	-	6.2	.4	2.4	-	2.8
\$67.50 - \$69.99 .....	-	2.6	.8	.2	-	6.6
\$70.00 - \$72.49 .....	-	1.1	-	.1	-	3.5
\$72.50 - \$74.99 .....	-	-	.3	.6	-	2.2
\$75.00 - \$79.99 .....	-	2.6	.1	.3	-	5.9
\$80.00 - \$84.99 .....	-	.1	-	-	-	3.2
\$85.00 - \$89.99 .....	-	.9	-	-	-	1.9
\$90.00 - \$94.99 .....	-	.5	-	.1	-	1.0
\$95.00 - \$99.99 .....	-	.1	-	-	-	.1
\$100.00 and over .....	-	-	-	-	-	.1
<b>Total .....</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>
Estimated number of workers .....	585	1,145	3,699	1,346	607	3,977
Average weekly salary <u>1/</u> .....	\$51.50	\$53.50	\$44.50	\$47.00	\$38.50	\$60.50

See footnotes at end of table.

TABLE 3.--Percentage distribution of workers in selected office occupations by weekly salaries <sup>1/</sup> in Los Angeles, Calif., March 1950 - Continued

Weekly salaries <sup>1/</sup>	Percent of women -					
	Stenog- raphers, general	Switch- board opera- tors	Switch- board operator- reception- ists	Tran- scribing- machine operators, general	Typists, class A	Typists, class B
\$25.00 - \$27.49 .....	-	-	-	-	-	-
\$27.50 - \$29.99 .....	0.1	-	-	-	-	2.7
\$30.00 - \$32.49 .....	.2	-	1.4	-	-	15.1
\$32.50 - \$34.99 .....	.5	0.7	-	3.8	2.1	14.5
\$35.00 - \$37.49 .....	1.1	2.5	5.8	1.9	25.1	21.1
\$37.50 - \$39.99 .....	2.1	4.1	4.1	7.5	12.8	10.7
\$40.00 - \$42.49 .....	8.7	9.7	12.9	7.7	5.5	13.8
\$42.50 - \$44.99 .....	13.0	17.5	9.6	19.0	8.8	14.0
\$45.00 - \$47.49 .....	14.5	14.8	16.9	16.1	10.0	5.2
\$47.50 - \$49.99 .....	12.5	5.3	13.6	19.3	15.7	1.0
\$50.00 - \$52.49 .....	14.8	7.4	15.8	11.5	10.4	.9
\$52.50 - \$54.99 .....	7.9	8.4	4.5	4.2	3.0	.4
\$55.00 - \$57.49 .....	7.4	12.5	4.0	.7	2.5	-
\$57.50 - \$59.99 .....	6.1	3.1	7.1	4.5	.4	.2
\$60.00 - \$62.49 .....	3.1	4.3	1.2	-	2.6	-
\$62.50 - \$64.99 .....	2.1	4.4	2.2	.3	-	.1
\$65.00 - \$67.49 .....	2.4	2.1	.7	-	.6	.3
\$67.50 - \$69.99 .....	1.5	2.5	.2	3.5	.4	-
\$70.00 - \$72.49 .....	.2	.3	-	-	-	-
\$72.50 - \$74.99 .....	.2	-	-	-	-	-
\$75.00 - \$79.99 .....	1.6	.4	-	-	.1	-
\$80.00 - \$84.99 .....	-	-	-	-	-	-
\$85.00 - \$89.99 .....	-	-	-	-	-	-
\$90.00 - \$94.99 .....	-	-	-	-	-	-
\$95.00 - \$99.99 .....	-	-	-	-	-	-
\$100.00 and over .....	-	-	-	-	-	-
Total .....	100.0	100.0	100.0	100.0	100.0	100.0
Estimated number of workers .....	6,283	1,150	1,473	572	944	1,490
Average weekly salary <sup>1/</sup> .....	\$50.50	\$50.00	\$47.50	\$47.00	\$44.00	\$38.00

<sup>1/</sup> Excludes pay for overtime.  
<sup>2/</sup> Less than 0.05 of 1 percent.

TABLE 4.--Scheduled weekly hours of women in Los Angeles offices, March 1950

Weekly hours	Percent of workers employed in offices in -								
	All industries	Manufacturing			Wholesale trade	Retail trade, except department stores	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
		All manufacturing	Durable goods	Non-durable goods					
All offices employing women .....	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Under 35 hours .....	0.5	-	-	-	-	-	-	-	5.9
35 hours .....	2.5	0.1	0.2	-	-	1.6	7.3	-	.2
37½ hours .....	8.9	4.9	-	17.2	0.4	-	16.9	3.9	18.6
Over 37½ and under 40 hours .....	1.3	.6	.8	-	-	-	3.2	-	.6
40 hours .....	84.1	93.1	99.0	78.2	93.9	77.8	72.6	92.4	74.7
44 hours .....	2.4	1.3	-	4.6	5.7	14.6	-	3.4	-
Over 44 and under 48 hours .....	.3	-	-	-	-	6.0	-	-	-
48 hours .....	(1/)	-	-	-	-	-	-	0.3	-

1/ Less than 0.05 of 1 percent.

TABLE 5.--Scheduled days in workweek of women in Los Angeles offices, March 1950

Days in week	Percent of workers employed in offices in -								
	All industries	Manufacturing			Wholesale trade	Retail trade, except department stores	Finance, insurance, and real estate	Transportation, communication, and other public utilities	Services
		All manufacturing	Durable goods	Non-durable goods					
All offices employing women .....	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
5 days .....	85.3	98.7	100.0	95.4	94.3	79.3	64.9	96.2	93.5
5½ days .....	5.4	1.3	-	4.6	5.7	20.7	6.6	3.5	6.5
6 days .....	9.3	-	-	-	-	-	28.5	.3	-

APPENDIX A

Scope and Method of Survey

The information presented in this bulletin was collected by visits of field representatives of the Bureau to representative offices in the city surveyed. In classifying workers by occupation, uniform job descriptions were used; they are presented in Appendix B.

No attempt was made to study all office occupations and, in general, the jobs surveyed were those that are found in a large proportion of offices and that involve duties that are more or less uniform from firm to firm. The jobs studied are more representative of the salaries of women than of men office workers.

The study covered six broad industry divisions and in each division only establishments above a certain size were studied. Office employment in smaller establishments was not considered sufficiently great to warrant inclusion of such establishments in the survey. A greater proportion of large than of small establishments was studied in order to maximize the proportion of office workers that could be surveyed with available resources. Each group of establishments of a certain size, however, was given only its proper influence on the information presented. The industries included in the study together with the minimum size of establishments and the number of establishments surveyed are summarized below.

Establishments and workers in major industry divisions in Los Angeles, and number studied by the Bureau of Labor Statistics, March 1950

Item	Minimum size of establishment <u>1/</u>	Number of establishments		Employment		
		Estimated total	Studied	Estimated total <u>2/</u>	In establishments studied	
					Total	Office
<u>Industry division</u>						
All divisions .....		2,311	229	515,800	203,070	53,510
Manufacturing .....	101	561	56	235,200	78,430	17,690
Durable goods <u>3/</u> .....	101	284	32	147,400	60,170	14,930
Nondurable goods <u>4/</u> .....	101	277	24	87,800	18,260	2,760
Wholesale trade .....	26	844	46	65,100	12,910	2,540
Retail trade, except department stores .....	101	165	30	59,300	20,540	1,500
Finance, insurance, and real estate .....	26	337	34	46,300	16,610	13,990
Transportation, communication, and other public utilities <u>5/</u> .....	101	70	26	67,100	51,060	11,940
Services <u>6/</u> .....	26	334	37	42,800	23,520	5,850
<u>Size of establishment</u>						
All size groups .....		2,311	229	515,800	203,070	53,510
2,501 and over .....		25	17	140,200	107,100	28,110
1,001 - 2,500 .....		49	29	72,600	44,220	12,540
501 - 1,000 .....		100	33	69,700	23,060	4,590
251 - 500 .....		202	47	69,900	17,280	4,760
101 - 250 .....		726	60	112,000	9,310	2,430
26 - 100 .....		1,209	43	51,400	2,100	1,080

1/ Number of plant and office workers.

2/ Plant and office employment in the Los Angeles Metropolitan Area (Los Angeles and Orange Counties).

3/ Metalworking; lumber, furniture, and other wood products; stone, clay, and glass products; professional, scientific and controlling instruments; optical goods; watches and clocks; and miscellaneous manufacturing.

4/ Food and kindred products; tobacco; textiles; apparel and other finished products made from fabrics; paper and paper products; printing and publishing; chemicals; products of petroleum and coal; rubber products; and leather and leather products.

5/ Excludes railroads.

6/ Business service; such professional services as engineering, architectural, accounting, auditing, and bookkeeping firms; motion pictures; and nonprofit membership organizations.

The information on weekly salaries excludes overtime pay and nonproduction bonuses but includes incentive earnings. The weekly hours data refer to the work schedules for which these salaries are paid. Hourly rates were obtained by dividing these weekly salaries by scheduled hours. The number of workers presented refers to the estimated total employed in all establishments within the scope of the study and not to the number actually surveyed.

Data are shown only for full-time workers, defined as those who are hired to work the establishment's full-time schedule for the occupational classification.

In evaluating information on variations in salaries with size of establishment, in the few cities in which the coverage justifies such a summary, it should be remembered that this factor may be related to others. There is frequently an important relationship between size and industrial classification in the broad industry groups used in these surveys.

Information on work schedules refers to women office workers and is presented in terms of the proportion of women workers employed in offices with the practice in question.

Information on employer policies relating to paid vacations, paid sick leave, paid holidays, insurance and pension plans, and nonproduction bonuses was obtained in last year's study in Los Angeles and was, therefore, not collected in the more recent survey. Summaries of the supplemental benefits provided in this city in January 1949 appear in a report entitled "Salaries of Office Workers in Large Cities, 1949," Bulletin No. 960-1, issued by the U.S. Department of Labor. Copies of Bulletin No. 960-1 are for sale, at 20 cents, by the Superintendent of Documents, U. S. Government Printing Office, Washington 25, D. C.

APPENDIX B

Descriptions of Occupations Studied

The primary purpose of the Bureau's job descriptions is to assist its field staff in classifying workers who are employed under a variety of pay-roll titles and different work arrangements from office to office and from area to area, into appropriate occupations. This is essential in order to permit the grouping of occupational wage rates representing comparable job content. Because of this emphasis on interoffice and interarea comparability of occupational content, the Bureau's job descriptions differ significantly from those in use in individual establishments or those prepared for other purposes. In view of these special characteristics of the Bureau's job descriptions, their adoption without modification by any single establishment or for any other purpose than that indicated herein is not recommended. Where office workers regularly perform duties classified in more than one occupation, they are generally classified according to the most skilled or responsible duties that are a regular part of their job and that are significant in determining their value to the firm.

BILLER, MACHINE

A worker who prepares statements, bills, and invoices on a machine other than an ordinary typewriter. May also keep records as to billings or shipping charges or perform other clerical work incidental to billing operations. Should be designated as working on billing machine or bookkeeping machine as described below.

Billing Machine - A worker who uses a special billing machine (Moon Hopkins, Elliott Fisher, Burroughs, etc., which are combination typing and adding machines) to prepare bills and invoices from customers' purchase orders, internally prepared orders, shipping memoranda, etc. Usually involves application of predetermined discounts and shipping charges and entry of necessary extensions, which may or may not be computed on the billing machine, and totals which are automatically accumulated by machine. The operation usually involves a large number of carbon copies of the bill being prepared and is often done on a fan-fold machine.

Bookkeeping Machine - A worker who uses a bookkeeping machine (Sundstrand, Elliott Fisher, Remington Rand, etc., which may or may not have typewriter keyboard) to prepare customers' bills as part of the accounts receivable operation. Generally involves the simultaneous entry of figures on a customer's ledger record. The machine automatically accumulates figures on a number of vertical columns and computes and usually prints automatically the debit or credit balances. Does not involve a knowledge of bookkeeping. Works from uniform and standard types of sales and credit slips.

BOOKKEEPER, HAND

A worker who keeps a set of books for recording business transactions and whose work involves most of the following: posting and balancing subsidiary ledgers, cash books or journals, journalizing transactions where judgment is involved as to accounts affected; posting general ledger; and taking trial balances. May also prepare accounting statements and bills; may direct work of assistants or accounting clerks.

BOOKKEEPING-MACHINE OPERATOR

A worker who operates a bookkeeping machine (Remington Rand, Elliott Fisher, Sundstrand, Burroughs, National Cash Register) to keep a record of business transactions.

Class A - A worker who uses a bookkeeping machine with or without a typewriter keyboard to keep a set of records of business transactions usually requiring a knowledge of and experience in basic bookkeeping principles and familiarity with the structure of the particular accounting system used. Determines proper records and distribution of debit and credit items to be used in each phase of the work. May prepare consolidated reports, balance sheets, and other records by hand.

Class B - A worker who uses a bookkeeping machine with or without a typewriter keyboard to keep a record of one or more phases or sections of a set of records pertaining to business transactions usually requiring some knowledge of basic bookkeeping. Phases or sections include accounts payable, pay-roll, customers' accounts (not including simple type of billing described under Billor, Machine), cost distributions, expense distributions, inventory control, etc. In addition, may check or assist in preparation of trial balances and prepare control sheets for the accounting department.

CALCULATING-MACHINE OPERATOR

A worker whose primary function consists of operating a calculating machine to perform mathematical computations other than addition exclusively.

Comptometer type  
Other than Comptometer type

CLERK, ACCOUNTING

A worker who performs one or more accounting operations such as preparing simple journal vouchers, accounts payable vouchers; coding invoices or vouchers with proper accounting distributions; entering vouchers in voucher registers; reconciling bank accounts; posting and balancing subsidiary ledgers controlled by general ledger, e.g., accounts receivable, accounts payable, stock records, voucher journal. May assist in preparing journal entries. For workers whose duties include handling the general ledger or a set of books, see Bookkeeper, Hand.

CLERK, FILE

Class A - A worker who is responsible for maintaining an established filing system and classifies and indexes correspondence or other material; may also file this material. May keep records of various types in conjunction with files or supervise others in filing and locating material in the files. May perform incidental clerical duties.

Class B - A worker who performs routine filing, usually of material that has already been classified, or locates or assists in locating material in files. May perform incidental clerical duties.

CLERK, GENERAL

A worker who is typically required to perform a variety of office operations. This requirement may arise as a result of impracticability of specialization in a small office or because versatility is essential in meeting peak requirements in larger offices. The work generally involves the use of independent judgment in tending to a pattern of office work from day to day, as well as knowledge relating to phases of office work that occur only occasionally. For example, the range of operations performed may entail all or some combination of the following: answering correspondence, preparing bills and invoices, posting to various records, preparing pay rolls, filing, etc. May also operate various office machines and type as the work requires. (See Clerk-Typist.)

CLERK, ORDER

A worker who receives customers' orders for material or merchandise by mail, phone, or personally and whose duties involve any combination of the following: quoting prices to customers, making out an order sheet listing the items to make up the order, checking prices and quantities of items on order sheet, distributing order sheets to respective departments to be filled. May also check with credit department to determine credit rating of customer, acknowledge receipt of orders from customers, follow-up orders to see that they have been filled, keep file of orders received, and check shipping invoices with original orders.

CLERK, PAY-ROLL

A worker who computes wages of company employees and enters the necessary data on the pay-roll sheets and whose duties involve: calculating worker's earnings based on time or production records; posting calculated data on pay-roll sheet, showing information such as worker's name, working days, time, rate, deductions for insurance, and total wages due. In addition, may make out pay checks and assist the paymaster in making up and distributing the pay envelopes. May use a calculating machine.

CLERK-TYPIST

A worker who does clerical work requiring little special training but the performance of which requires the use of a typewriter for a major portion of the time and whose work involves typing letters, reports, and other matter from rough draft or corrected copy and one or more of the following: keeping simple records; filing records and reports; making out bills; sorting and distributing incoming mail.

KEY-PUNCH OPERATOR 1/

Under general supervision and with no supervisory responsibilities, records accounting and statistical data on tabulating cards by punching a series of holes in the cards in a specified sequence, using a numerical key-punch machine, following written information on records. May be required to duplicate cards by using the duplicating device attached to machine. Keeps files on punched cards. May verify own work or work of others.

OFFICE BOY OR GIRL

A worker who performs a variety of routine duties such as running errands; operating minor office machines, such as sealers or mailers; opening and distributing mail, and other minor clerical work. (Bonded messengers are excluded from this classification.)

SECRETARY 1/

A worker who performs secretarial and clerical duties for a superior in an administrative or executive position and whose duties involve the following: making appointments for superior; receiving people coming into office; answering and making phone calls; handling personal and important or confidential mail, and writing routine correspondence on own initiative; taking dictation, either in shorthand or by stenotype or similar machine (except where transcribing machine is used), and transcribing dictation or the recorded information reproduced on a transcribing machine. In addition, may prepare special reports or memoranda for information of superior.

STENOGRAPHER, GENERAL

A worker whose primary function is to take dictation from one or more persons, either in shorthand or by stenotype or similar machine, involving a normal routine vocabulary, and to

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1/ Not surveyed in all cities.

STENOGRAPHER, GENERAL - Continued

transcribe this dictation on a typewriter. May also type from written copy. May also set up and keep files in order, keep simple records, etc. Does not include transcribing-machine work. (See Transcribing-Machine Operator.)

STENOGRAPHER, TECHNICAL

A worker whose primary function is to take dictation from one or more persons, either in shorthand or by stenotype or similar machine, involving a varied technical or specialized vocabulary such as in legal briefs or reports on scientific research and to transcribe this dictation on a typewriter. May also type from written copy. May also set up and keep files in order, keep simple records, etc. Does not include transcribing-machine work. (See Transcribing-Machine Operator.)

SWITCHBOARD OPERATOR

A worker who operates a single or multiple position telephone switchboard, and whose duties involve: handling incoming, outgoing, and intraplant or office calls. In addition, may record toll calls and take messages. As a minor part of duties, may give information to persons who call in, or occasionally take telephone orders. For workers who also do typing or other stenographic work or act as receptionists, see Switchboard Operator-Receptionist.

SWITCHBOARD OPERATOR-RECEPTIONIST

A worker who in addition to performing duties of operator, on a single position or monitor-type switchboard, acts as receptionist and/or performs typing or other routine clerical work as part of regular duties. This typing or clerical work may take the major part of this worker's time while at switchboard.

TRANSCRIBING-MACHINE OPERATOR, GENERAL

A worker whose primary function is to transcribe dictation involving a normal routine vocabulary from transcribing-machine records. May also type from written copy and do simple clerical work. A worker who takes dictation in shorthand or by stenotype or similar machine is classified as a Stenographer, General.

TRANSCRIBING-MACHINE OPERATOR, TECHNICAL

A worker whose primary function is to transcribe dictation involving a varied technical or specialized vocabulary such as in legal briefs or reports on scientific research from transcribing-machine records. May also type from written copy and do simple clerical work. A worker who takes dictation in shorthand or by stenotype or similar machine is classified as a Stenographer, Technical.

TYPIST

A worker who uses a typewriter to make copies of various material or to make out bills after calculations have been made by another person. May operate a teletype machine.

Class A - A worker who performs one or more of the following: typing material in final form from very rough and involved draft; copying from plain or corrected copy in which there is a frequent and varied use of technical and unusual words or from foreign language copy; combining material from several sources; or planning lay-out of complicated statistical tables to maintain uniformity and balance in spacing; typing tables from rough draft in final form. May also type routine form letters, varying details to suit circumstances.

Class B - A worker who performs one or more of the following: typing from relatively clear or typed drafts; routine typing of forms, insurance policies, etc.; setting up simple standard tabulations, or copying more complex tables already set up and spaced properly.





**UNITED STATES DEPARTMENT OF LABOR**  
**Maurice J. Tobin - Secretary**

**BUREAU OF LABOR STATISTICS**  
**Ewan Clague - Commissioner**